

# Information Privacy and Security Council (IPSC) Meeting Minutes

February 17, 2010

Kalanimoku Building 1151 Punchbowl Street Comptroller's Conference Room 410 Honolulu, Hawai'i 96813	Wailuku Judiciary Bldg. 2145 Main Street First Floor Wailuku, HI 96793	Lihue State Office Bldg. 3060 Eiwa Street Basement Lihue, HI 96766	Hilo State Office Bldg. 75 Aupuni Street Basement Hilo, HI 96720
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MEMBERS / DESIGNEES PRESENT	
Member Name, Title	Department
Saito, Russ K. – State Comptroller (Chair)	DAGS
Au, Paul	City and County of Honolulu
Decasa, Meliton Jr.	Dept. of Education
Gochros, Susan	Judiciary
Ito, Jodi (Designee)	University of Hawai'i
Keane, David	Dept. of Human Resources Development
Knutzen, Eric	County of Kauai
Tseu, Andrew	Dept. of Health
Tsuchiya, Burt	County of Hawai'i
Verkerke, Jacob	County of Maui
Yong, Lim	Dept. of Human Services

MEMBERS ABSENT	
Member Name, Title	Department
Mau-Shimizu, Patricia	House (Senate Appointee)

OTHER ATTENDEES	
Name, Title	Department
Crosby, Todd	DAGS/ICSD

## I. Call to Order – Welcome

Russ Saito, Chair

Meeting was called to order at 13:05

- The Chair requested that the election of a Vice Chair be added to the next agenda.
- The Chair requested of the Council that Todd Crosby assume the Chair for just this meeting and excused himself 13:08.

## II. Approval of previous meeting minutes

Russ Saito

Jodi Ito moved the minutes to be approved, seconded by Lim Yong.  
Approved with no changes.

## III. Reports from investigative committees

- Executive Summary collection and report
  - Report draft has been sent to the Chair by Todd Crosby.  
The Chair will temporarily delay the submittal due to

Todd Crosby

agencies that have not submitted a report. Members are to make one last effort within the next two weeks to collect responses.

- Still missing are:
  - DOE, DLIR – David Keane will follow up
  - DOD, DBEDT – Lim Yong to follow up
- Distribution and collection of Agency PII annual reports and Summary Report to Legislature Andrew Tseu
  - Draft report has been sent to the Chair
  - Discussion took place on the agencies that have yet to submit their report: GL, Charter School Admin Office, Hi Teacher Standards Board, DOT, OMPO, Hi Council for the Humanities, East-West Center, Judiciary, OHA, some City & County of Honolulu, County of Hawai'i, some County of Kauai, and County of Maui.
  - Members will make one last effort to collect the reports within the next two weeks.
- Collection of Agency Designees for Policy and Oversight for the Protection of Personal Information Todd Crosby
  - Discussion took place on those agencies that have yet to submit a nominee. Members will make one last effort to collect the reports within the next two weeks.
  - Missing agencies are: DBEDT, DOT, Judiciary, OHA, East-West Center, some Hawai'i County, some Kauai County, and Maui County.

Susan Gochros excused herself from the meeting at 13:42

- Investigation of Best Practices, Automated Tools, and Training Jodi Ito
  - Jodi Ito reported that a rough draft has been compiled and submitted to the Council for review and comments.
  - The intent is that this will be a “living document” that can be added to over time.
- Breach Policy Guidelines & Personal Information Best Practices Identification David Keane
  - David Keane reported that there is some concern with the federal bill that is pending and what impact it will have on this effort.
  - A draft has been completed and will be distributed to members for review and comments that are due back within one week of distribution.

- Agency posting of Privacy Practices on websites
  - The Chair sent a memorandum to all agencies noting the requirement.
  - The Attorney General requested that the Council work with them in the review and update the existing policies.
  - The Public Access Information Section of the Information and Communications Services Division has updated the following sites that they manage: DHRD, DOTAX, DLNR, DCCA, GOV, LG, ARRA, Statehood, Hawaii Drug Control Strategy, Vivian Aiona, DAGS, DOT, DHHL, HDOA, B&F, DLIR, PSD, and DOD. The Attorney General, DHS, and DBEDT already had the needed links in place. The DOH maintains their own site and they were notified that they will need to do the required work
  - Discussion took place on how the practices will be dealt with when they are different, and also when data or content from multiple agencies are in play. This will become a deliverable of the PI Best Practices investigative committee.

Todd Crosby

#### IV. Discussion on requirement of Human Resource Privacy Guideline

- David Keane led discussion on the current DHRD HR policy and the possible breaking out of the privacy sections to a separate document. The last time the document was revised, sections on privacy were added.
- David Keane will coordinate the development of the update to be handled by the investigative policy committee.
- Jacob Verkerke commented that the HRS does not make a distinction between State and county employees so that the rules should be the same between counties and State. He also noted where the HIJIS privacy policy is thinking about for their structure.
- Todd Crosby brought up the discussion point that the policies be consistent across the State and counties so that our staff will more easily understand a constant policy set. It was felt by the Council that was a good potential goal and that a consistent policy amongst all agencies state wide would be very helpful.
- Todd Crosby noted that many states do formally classify different types of data via policy and guidelines today and are moving that way to meet federal requirements and audit necessities.
- Mel Decasa noted that his agency is in the process of developing a data classification system.

David Keane

V. Announcements

Council

- None

VI. Adjournment

Todd Crosby

Lim Yong moved to adjourn, seconded by Jodi Ito. Adjourned at 14:15.

VII. Next meeting date March 17, 2009 from 1:00 PM to 4:00 PM

Respectfully Submitted,

4/27/10

Date

Russ K. Saito

Russ K. Saito, Chairperson  
Information Privacy and Security Council